

Weekly Report for Week Ending
17 November 1958
from
Forms Management Branch

1. Contributions

a. Tangible

1. Completed 35 actions requiring the printing of 275,000 copies or sets of blank forms. This represents an increase in the number of actions and a decrease in the number of copies.
2. Fourteen new and 4 revised forms were approved. ✓

b. Intangible

1. Final draft copy of the pending (Nov. 58) revision of the "Personal History Statement", Form No. 444, has been received from the Printing Services Division for review. This draft was approved with minor corrections and returned, through the Personnel Office, to the Printing Services Division. [REDACTED] 25X1A9a
2. The proposed revision of the "Travel Order", Form No. 500, has been received back from DD/P with this ^{etc} comments acknowledging considerable improvement in the format. They have, however, suggested several changes be made before they can completely concur in its use. A tentative date of 15 January 59 has been set as deadline for final approval of the current revision by all Agency components. ✓

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3. Advised Mr. [REDACTED] on a security/form manufacturing problem affecting Form No. 610a - "Routing and Record Sheet". [REDACTED] 25X1A9a

2. Assignments

a. Active

1. Eight new and 20 revised forms are pending. ✓
2. Seven Employee Suggestions are pending.
3. All pending projects progressing normally.

3. News

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- a. Briefed Mr. [REDACTED] on progress made to date in joint FMB-SD/OL project to improve the management of stocked forms. IN

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